complete compliance worksheets for funded projects that will be forwarded through a grants clearinghouse. Project work may **not** begin until the Environmental Certification Form is completed by the NPS and SCNHC and the clearinghouse process is satisfactorily completed.

APPLICATION SUBMISSION INFORMATION

The application must be printed with 12-point font on 8 ½ x 11 white paper with one-inch margins and be bound by a clip rather than stapled. ***PLEASE, NO STAPLES.*** *The required forms are provided in this application; however, additional paper may be used if necessary.*

The application should be postmarked no later than November 15, 2011 to:
SC National Heritage Corridor
Product Development Grant
SCPRT
1205 Pendleton Street, Suite 248
Columbia, SC 29201

For questions, please call (803) 734-1747

I. **General Application Form**

II **Project Profile** *Describe in detail the following:*

- Project location(s) – include map whenever possible
- How the project will significantly impact the SCNHC

III. **Project Implementation Strategy** *Describe how the project will be implemented. Include detailed information on the following:*

- Project goals and activities designed to meet these goals
- Timetable with specific project deliverables (include start and finish dates)
- Management and staffing plan/capacity to carry out the project
- Plan for sustainability
- Prior accomplishments of the applicants, especially in relation to prior SCNHC grants

IV. **Budget Form** *Provide detailed information about the budget. A detailed budget explanation must be attached that explains each line item. Be specific.* The budget should include the project costs that will be charged to the grant fund as well as those supported by the applicant or third party cash contributions. All costs must be reasonable and necessary to complete the project objectives, and incurred during the grant period. Please account for all expenditures suggested in the proposal and document how they will be used to achieve the project objective. **If the grant project is a part of a larger project, include the total project budget as a separate page behind this form.**

V. **Support for the Project**
Illustrate the support the project has received. Include two (2) letters of commitment or support from community organizations, local or state partnering affiliations, or local government. Letters of support should be included with the grant application by the due date. Additional documentation may include press clippings, supporting evidence of feasibility, or any other pertinent information.

VI. **Other Documentation**

- Copy of IRS letter of determination of tax-exempt status